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17 November 1954

MEMORANDUM FOR: Mr. Carey

FROM: Assistant Director, OCD

SUBJECT: 2nd Day of the Clark Committee Task  
Force in OCD

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1. Col. Miller and Mr. Magruder, accompanied by Mr. [ ] of [ ], made an inspection of the CIA Library this morning with my Executive, Mr. Becker, and the CIA Librarian, [ ]. The inspection lasted from 9:15 to 12:30.

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2. In general, both seemed a little more affable today than yesterday though again Col. Miller showed great interest in checking on the truthfulness of what he was told. After asking Mr. Becker about how long it took for documents to go through the batch system, and after being told "5 to 7 days", he asked where the batches that were being worked on were to be found. When shown, he personally opened half a dozen of them to inspect the dates, and found that they did in fact coincide with what he had been told.

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He particularly asked to see where the Library kept its file of [ ] and sized up the file quite carefully. Mr. Becker had the impression that he had probably seen [ ] file of [ ] and that he was assessing the amount of duplication involved in having one set of [ ] in the Library and another in [ ].

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To our surprise, he asked no questions at all about personnel or budget: he had expressed considerable interest yesterday in learning that [ ] in fiscal 1954 in order to get Russian materials indexed and organized. Col. Miller did ask me at noon for a statement of all our external support costs, and this was sent to [ ] via O/DDI.

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Col. Miller suggested it was too bad that the batch system suffered a two-day delay because of the need of getting our intello-fax cards reproduced in Alexandria, and asked why we didn't have the equipment right here in [ ] to do this job. He was told that DD/A is looking into this question at the present time, and that the machines will probably come back to OCD in due course.

Both men found it hard to grasp the minutiae of the Library's procedures, but they made a determined effort.

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In contrast to yesterday, when the quizzed a number of people down the line, they did none of this today. They talked with Branch Chiefs very affably, and asked a number of questions, but did not seem so aggressive and critical as they had yesterday. They did not talk to anyone lower than a Branch Chief.

3. This afternoon I accompanied them on their tour of Industrial Register, where they spoke only with the Division Chief, [REDACTED], and his Deputy, M [REDACTED]

Here they seemed even less critical than they had been in the morning. There was none of the "let me see for myself", or "Now you prove it to me" attitude which had been pronounced in Liaison Division yesterday and had been faintly discernible in the Library. Col. Miller asks most of the questions, and it is evident that he carries a smaller head of steam in the afternoon than in the morning.

In Industrial Register they were both of them decidedly friendly and affable in an informal way. They talked from 1:30 to 3:30 with [REDACTED], expressing keen interest in the work we are doing for Air Force and other agencies.

At 3:30 a phone call asked them to come to Que Building at 4:00 for their special clearances, so in the time that remained they had no opportunity to talk with Branch Chiefs or quiz people down the line. They walked through the working areas, had a Coca Cola, and departed.

#### TRENDS

A. They will surely check in ORR, OSI, and OCI to see how much is being filed in those areas which is in duplication of OCD files.

We explained, and they agreed, that every analyst is bound to keep small working files; and we further stated that we hoped there would be less need for analysts to keep bulky files when once the OCD microfilm program was far enough along to ensure that they'd be able to get copies of anything they wanted from the Library.

B. They will probably put in a plug for moving the Intellofax duplicators back to Rista.

C. Magruder is especially interested in morale of employees.

He made a note every time anything was mentioned having anything to do with steps we take to improve morale: outside training, training tours to industrial plants, cash rewards for good suggestions, etc.

EYES ONLY

D. They wanted to know about overlap between Industrial Register and ORR, and will certainly ask questions on this subject in ORR.

We told them that there is now very little if any overlap at all. The occasional summary reports written in the Register are not evaluated economic intelligence, but summary compilations, which we are glad to have our analysts do when the need arises as it improves their morale once in a while to get a change from pure pick and shovel work.

E. Records management is of great interest to them, and they will bear down heavily on this when they get to DD/A.

F. They asked what studies we had made regarding the savings which might be effected if all CIA were in one building.

We pointed out that there would be savings in guard force and transportation, and that many delays and some wasted time would be avoided, but that we had made no specific study. They will certainly ask DD/A about such a study.

G. The Security Officer will be asked in detail about the guards and char force.

They'll want to know what kind of clearance they are given, how they are supervised, whether they are under control of the Agency or of GSA, etc.

H. They wished to know whether people in the other offices are fully aware of the OCD set-up and what it can provide.

They asked specifically whether Mr. Dulles, Gen. Cabell, and Mr. Amory had been in to the Stadium, and we assured them that all had. They will certainly ask key people, and people down the line, in the production offices whether they have personally toured the Stadium and found out what they can get from there.

James M. Andrews

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He particularly asked to see where the Library kept its file of OO-B's, and sized up the file quite carefully. [REDACTED] had the impression that he had probably seen Contact Division's file of OO-B's and that he was assessing the amount of duplication involved in having one set of OO-B's in the Library and another in OO/C.

To our surprise, he asked no questions at all about personnel or budget: [REDACTED]

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This document has been  
approved for release through  
the HISTORICAL REVIEW PROGRAM of  
the Central Intelligence Agency.

Date 5/5/92

HRP 89-2

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